

JOB DESCRIPTION

Title: Manager, Events and Special Initiatives

Location: Vancouver, BC

ABOUT THE BC COUNCIL FOR INTERNATIONAL EDUCATION (BCCIE)

BCCIE occupies an essential leadership and protocol position in the International Education (IE) sector. On behalf of the Province, it conceives, plans, coordinates, implements, and evaluates a wide range of activities, including senior, executive and governmental activities; professional development opportunities; protocol functions; and both outgoing and incoming missions and delegations. Our stakeholders include, but are not limited to, senior leadership from across BC's diverse education sector, colleagues from provincial and federal ministries and elected officials.

BCCIE embraces diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We understand that an open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized, on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

POSITION SUMMARY

The Manager, Events and Special Initiatives (MESI) reports to the Associate Director, Stakeholder Engagement and is responsible for managing a wide array of special events, projects, programs, workshops, seminars, and other activities in support of the mandate of BCCIE. The MESI will also work closely with the other members of the BCCIE team, including Communications.

RESPONSIBILITIES

The MESI is responsible for the management and implementation of a broad range of activities locally, nationally, and internationally for BCCIE and educational institutions, including the following:

- Managing the planning and implementation of BCCIE professional development offerings and events.
- Managing BCCIE's annual Summer Conference.
- Coordinating and managing BCCIE's event and program platforms.
- Supporting special projects and contracts in alignment with BCCIE's mandate.

With self-guided initiative and direction from the Associate Director, Stakeholder Engagement, the MESI undertakes the following:

Event Planning and Management

- Manages the planning and coordination of events, including overseeing the organization and collection of registrations for events that are in-person or online, which may involve the use of an online registration system to create event registration forms and/or the setup of a virtual or hybrid meeting/event platforms.
- Manages events budget and reports to finance
- Oversees event logistics, including organization of hotel bookings, venue rentals, facilities, catering, AV, and ground transportation for events locally or internationally
- Attends and represents BCCIE at events and handles all onsite event logistics, such as catering, room set-up, and onsite registration of attendees.
- Manages email accounts for all major BCCIE events and programs, including all PD events (in person, hybrid, and online).
- Works with the Communications to oversee coordination of event-related communications, including creation of event description, determination of target audience, and collection of speaker bios.
- Ensures appropriate follow-up after events, including collecting participant feedback, data entry and data management, budget reconciliation, and report writing.
- Maintains and creates new workflow templates as needed.
- Undertakes additional project and event coordination and management activities as assigned.

Summer Conference Support

- Manages Summer Conference budget.
- Support with planning and onsite/hybrid/virtual logistics during the event and briefing Associate Director responsible for conference.
- Works with vendors, including the conference venue
- Reviews session proposals and organizes programming including pre-conference workshops and special programming during and post conference.
- Manages VIP coordination.
- Supports event-related communications and the coordination of email accounts for Summer Conference.

- Works closely with the entire BCCIE team to ensure appropriate involvement where needed, including working with conference project leads.
- Assist with the collection of feedback surveys and post-event activities, such as event debriefing, speaker follow up, and other responsibilities as required.
- Undertakes additional projects/initiatives as needed, including, but not limited to, sourcing conference donation and gifts for VIPS and putting together thank you cards for guest speakers.
- Other initiatives as needed.

Event Platform Support and Management

- Responsible for keeping up with industry standards for in-person, hybrid, and virtual events.
- Proposes event technology upgrades and changes according to BCCIE needs as they evolve over time.
- Manages event technology accounts and account information.
- Supports the Market Support and Partnership team with the development and setup of virtual platforms for B2B partnership events, webinars, and hybrid and in-person events. Acts as backup and support for these events when needed.

Special Initiatives

- Supports Associate Director with the running of the International Education Mentorship Program. Duties include, but are not limited to, sourcing mentorship resources, speakers, and PD opportunities for participants; monitoring the mentorship email and yearly applications as they are submitted; working with Communications to update program applications and forms; organizing the online presence of the International Education Mentorship Program.
- Provide coordination and support for the Ministry of Education International Education scholarships and awards, including, but not limited, to data entry, administration, adjudication, processing of payments, drafting reports, and working with Communications to create and update content for the promotion of awards and scholarships.
- Curates and develops the BCCIE monthly activity calendar for distribution to government partners and the board of directors.
- Manages other aspects of support and management (e.g., financial, data entry, email management, etc.) for special initiatives as required.
- Expands on BCCIE's sector professional development opportunities by researching best practices in the field, summarizing these findings in a clear format, and providing recommendations to the team.

- Project management, research, and coordination of select program and project activities in coordination with government and other stakeholders.
- Develops and writes reports on key activities, as required.

SUPERVISION RECEIVED

Reports to the Associate Director, Stakeholder Engagement and receives detailed instructions on the assignment of new duties. Works independently within established guidelines and procedures as outlined by the Associate Director. Works closely and cooperatively with other members of the BCCIE team. Exercises initiative, diplomacy, tact, resourcefulness, and sound judgement when representing BCCIE to students, stakeholders, institutions, government officials, community and business organizations, and internal/external partners. Adheres to BCCIE's Respectful Workplace policy.

REQUIRED QUALIFICATIONS

- Post-secondary degree, in addition to 3 - 5 years of event or project management planning experience. An equivalent combination of education, training, and experience will be considered.
- Exceptional planning skills, attention to detail, and ability to work independently in a fast-paced team environment.
- Advanced administrative and organizational skills with a demonstrated ability for accuracy and efficiency in multi-tasking and prioritizing work with minimal supervision to meet various concurrent deadlines, and to adapt to changing priorities and circumstances.
- Excellent command of spoken English and exceptional written skills.
- Excellent interpersonal, diplomacy, problem-solving, conflict management, research, and cross-cultural communication skills.
- Knowledge and superior competence in using Microsoft Office applications (MS Word, Excel, PowerPoint, Access, Outlook) in a networked computer environment and web-based applications to produce reports, spreadsheets, and presentations.
- Experience using online meeting and webinar platforms such as Zoom and Microsoft Teams.
- Experience with online event platforms such as Pheedloop, Swoogo, and CVent.
- **Must be legally entitled to work in Canada.**

DESIRED QUALIFICATIONS

- Experience in cross-cultural communications either through post-secondary study, travel or direct work experience.
- Experience in international marketing or international education is considered an asset.
- Familiarity with the Calls to Action of the Truth and Reconciliation Commission and the Declaration on the Rights of Indigenous Peoples Act.
- Familiarity with social media channels (Facebook, Twitter, Instagram, YouTube, LinkedIn, Weixin, Weibo, Youku) as a marketing tool.
- Experience with Google Analytics and Hootsuite social media and website monitoring tools or other equivalent tools.
- Fluency in an additional language is an asset.

All qualified candidates are encouraged to apply. However, Canadians and permanent residents will be given priority.

The position is open until filled. Please email your application directly to **career@bccie.bc.ca** and include a cover letter and CV.

PLEASE NOTE: Applications must be complete and through the specified application process above to be considered.